



City of Charleston
South Carolina
JOSEPH P. RILEY, JR.
Mayor

July 13, 2007

Dear Business Owner/Employer:

As you may know, on July 23, 2007, Section 21-132 of the Code of the City of Charleston goes into effect. The new law requires that virtually all enclosed workspaces in the City of Charleston be smoke-free. This letter gives basic information to assist business owners and employers in complying with the new law. For more information on compliance with the law, visit our website at www.charlestoncity.info.

The new law provides that smoking is not allowed anywhere inside buildings or facilities, including common work areas, conference and meeting rooms, private offices, hallways, employee lounges, staircases and restrooms. There are rare exceptions, which are described on the City's website. The new law allows smoking outside so long as smoke does not enter the building.

One of the requirements of the law is that employers post a sign at the main entrance to their establishment or area. For your convenience, we have included a sample sign on our website which you may adapt for your own use. The new law also requires that employers adopt and distribute to all employees a written workplace smoking policy. To assist employers in adopting their written smoking policy, we have posted a model policy on our website. This is simply a model policy and employers are free to create their own policy so long as it is in compliance with the law.

We look forward to assisting you in your efforts to provide your employees and customers with a smoke-free environment in which to work, shop, eat and socialize. Thank you for your cooperation. For further information, please visit the City's website at www.charlestoncity.info or contact the City's Ombudsman at 724-3745.

Sincerely,

City of Charleston